

Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Secretary
Billy Kounoupis – Assistant Secretary / Treasurer
Mark Jobes - Member
Steve Fernstrom – Executive Director
Paige Van Wirt – City Liaison

Jim Broughal – BPA Solicitor

BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A virtual meeting of the Bethlehem Parking Authority Board was held on March 24, 2021 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Secretary
Mark Jobes - Member
Jim Broughal - Solicitor
Steve Fernstrom – Executive Director
Luz Vega – RPP/HP Coordinator

Mr. Dino Cantelmi, the Vice Chairman of the Board called the March 24, 2021 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Dino Cantelmi asked the Board for a motion to approve the Minutes for the February 24, 2021 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

None

DIRECTOR'S REPORT

Mr. Steven Fernstrom gave an update on the new gated system for North St Garage scheduled date of install April 19, 2021. We are communicating changes to our stake holders the week of March 29, 2021. Our new Enforcement and Permitting Software will be rolled out in mid-July. With these updates, and

the updates to our website, we will be able to conduct 80% of our business online and improve our customer service.

SOLICITOR'S REPORT

Mr. Jim Broughal is asking for a parking space lease agreement between the Bethlehem Parking Authority and The Northampton Area Community College. This is for surface parking at the Polk St Garage Lot for 30 parking spaces. It is our normal rent scale, and the lease is for 5 years or at a point where we actually need the surface lot to construct the Polk St Parking Garage.

Mr. Jim Broughal asked for a motion to approve the parking space and lease agreement and the execution by the Chairman and Secretary. Mr. Eugene Gonzalez made a motion to approve the parking space and lease agreement and the execution by the Chairman and the Secretary. Ms. Lynn Cunningham second the motion. Motion passed unanimously.

FINANCIAL REPORT

Mr. Steve Fernstrom reported that as of February 28, 2021 our total operating revenue was \$842,684.00. We were under budget \$21,364.00. Total operating expenses were \$364,472.00 making us under budget of \$106,479.00. Total Operating Income for the two months was \$478,212. This was \$85,115.00 above budget.

PPP Loan was forgiven in February. Our nonoperating revenue was \$299,900.00 increase adding our net position to \$707,101.00.

Mr. Mark Jobes made a motion to approve the financials for the period ending February 28,2021 and Ms. Lynn Cunningham second the motion. Motion passed unanimously.

OLD BUSINESS

NONE

NEW BUSINESS

Mr. Steven Fernstrom introduced the representatives from PFM repair loan for the Walnut Street Garage. The representatives gave the results for the 1.3 Million Walnut St Repair Loan. The loan is structured as a subordinate not guaranteed bank loan. There were three responses, and the winning proposal was Jim Thorpe National Bank. We asked for two proposals the response for a 5-year fixed rate of 2.05% and a 10-year fixed rate of 2.81%. We asked for a draw feature so we will only owe interest on the portion of the proceeds on the 1.3 million we use through June 1, 2022. There are also no pre-payment penalties. There were a few clarifying questions asked and the response was that it is a tax.

exempt rate, however, it is a non-bank qualified tax-exempt rate. There are no pre-payment penalties in the final proposal. A requirement will be to provide Annual Financial Statements. If we are looking long term to have a new garage rolled into the loan it will have to be looked into at that time. We are looking for approval and settlement on the loan April 30, 2021.

Mr. Dino Cantelmi asked for a motion to approve the resolution and authorize the Chairman and Secretary to sign. Mr. Mark Jobes made a motion to approve the resolution and authorize the Chairman and Secretary to sign. Ms. Lynn Cunningham second the motion. Motion passed unanimously.

Mr. Steven Fernstrom is asking for the board to pass resolution for implementing sustainable design standards on all potential future new parking garage and perform studies on existing garages in an effort to achieve Park Smart Certification.

Mr. Dino Cantelmi asked for a motion to approve the sustainable design standards resolution. Mr. Mark Jobes made a motion to approve. Ms. Lynn Cunningham second the motion. Motion passed unanimously.

Mr. Steven Fernstrom spoke on the ratification of prior actions. Beginning in March Steve asked the Board for any objection to signing the proposal for the THA Consulting of the Walnut Street Garage. There were no objections to this action, and he is now asking the board to vote to ratify this action.

Mr. Dino Cantelmi asked for a motion to approve the Motion to Ratify the action. Ms. Lynn Cunningham made a motion to approve the Motion to Ratify the prior action. Mr. Gene Gonzalez second the motion. Motion passed unanimously.

Mr. Steve Fernstrom stated that as of today there were no objections from the Board to move forward with a Walnut Street Garage condition appraisal by the THA consultant. This appraisal will not exceed \$11,900.00. The timing of this report will be mid to late April.

Mr. Dino Cantelmi asked for a motion to approve to ratify this action. Mr. Mark Jobes made a motion to approve the Motion to Ratify this action. Ms. Lynn Cunningham second the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

Mr. Dino Cantelmi asked one last time if anyone had anything for the Courtesy of the floor in case anyone missed it.

None

ADJOURNMENT

Mr. Dino Cantelmi asked the Board for a motion to adjourn. Lynn Cunningham made a motion to adjourn the meeting and Mr. Mark Jobes second the motion. Motion passed unanimously.